

Summary Report for Individual Task
805K-79R-4205
Conduct End-of Week Recruiting Center After Action Review (AAR) (SORB)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have just completed an event or the recruiting week and have access to; iKROme, Recruiter Zone, Leader Zone, Running Estimates/ROP/RFA, Synch Matrix, BI-Zone, and Report Management Zone.

Standard: Conduct an After Action Review of an event/mission IAW the Leader's Guide to After-Action Reviews; evaluate and compare Soldier, leader, and unit performance against established standards; identify how to correct deficiencies and sustain strengths.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Prepare for meeting.
 - a. Connect to center's flat panel screen.
 - b. Open Leader Zone.
 - c. Evaluate past week's production from the following tabs: Production Planner, Operational Analysis, Prospecting Analysis, and Prospecting Guidance.
 - d. Evaluate current week's production from Action Zone.
 - e. Review BI Zone for YTD mission posture.
2. Conduct a weekly planning meeting that identifies mission requirements.

Note: All members should be present for the planning meeting.

 - a. Mission Posture.
 - (1) Discuss the center's mission posture, identify what mission related requirements are present that support or hinder mission success.
 - (2) Display the center's mission posture for all Soldiers to see.

Note: The Center Leader will use the center's flat panel display.
 - (3) Involve Soldiers in mission posture dialogue to encourage ownership of the mission and supporting operations.
 - b. Mission Accomplishment Plan (MAP). Identify shortfalls from previous weeks and how they affect the coming week's prospecting efforts.
 - c. Discuss Prospecting activities (ROP).
 - (1) Determine what the responsibilities are for each Soldier.
 - (2) Identify any Soldier issues that are present and how they affect mission related requirements.

Note: Allow additional time to discuss personal issues with Soldiers that they may not want to bring up in the group setting.
 - (3) Identify MAP requirements.
 - (4) Discuss school visits, classroom presentations, tables set ups, area canvassing and the additional team manpower requirements to support the activity.
 - (5) Discuss previous like activities to establish requirements for each Soldier.
 - (6) Discuss telephone and virtual prospecting requirements.
 - d. Discuss Processing activities (ROP).
 - (1) Determine what the responsibilities are for each Soldier.
 - (2) Identify any Soldier issues that are present and how they affect mission related requirements.

Note: Allow additional time to discuss personal issues with Soldiers that they may not want to bring up in the group setting.

(3) Determine how many packets are scheduled to be completed.

(4) Determine any waivers in processing.

(5) Schedule MEPS transportation.

e. Discuss FSTP activities (ROP).

(1) Determine what the responsibilities are for the FSTP.

(2) Identify any Soldier issues that are present and how they affect mission related requirements.

Note: Allow additional time to discuss personal issues with Soldiers that they may not want to bring up in the group setting.

(3) Determine what assets and personnel are required to assist with the Future Soldier Training Program.

(4) Discuss any additional support needed to complete mission related tasks.

(5) Identify any potential Future Soldier issues for the current week and remainder of 45 day shippers that may have an impact on mission accomplishment.

f. Allow all Soldiers to make planning adjustments in their Recruiter Zone calendar before adjourning the meeting to ensure accurate scheduling and alleviate conflicts.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared for meeting.			
a. Connected to center's flat panel screen.			
b. Opened Leader Zone.			
c. Evaluated past week's production from the following tabs: Production Planner, Operational Analysis, Prospecting Analysis, and Prospecting Guidance.			
d. Evaluated current week's production from Action Zone.			
e. Reviewed BI Zone for YTD mission posture.			
2. Conducted a weekly planning meeting that identified mission requirements.			
Note : All members should be present for the planning meeting.			
a. Mission Posture.			
(1) Discussed the center's mission posture, identified what mission related requirements are present that support or hinder mission success.			
(2) Displayed the center's mission posture for all Soldiers to see.			
(3) Involved Soldiers in mission posture dialogue that encouraged ownership of the mission and supporting operations.			
b. Mission Accomplishment Plan (MAP). Identified shortfalls from previous weeks and how they affected the coming week's prospecting efforts.			
c. Discussed Prospecting activities (ROP).			
(1) Determined what the responsibilities were for each Soldier.			
(2) Identified any Soldier issues that were present and how they affected mission related requirements.			
(3) Identify MAP requirements.			
(4) Discussed school visits, classroom presentations, tables set ups, area canvassing and the additional team manpower requirements to support the activity.			
(5) Discuss previous like activities to establish requirements for each Soldier.			
(6) Discussed telephone and virtual prospecting requirements.			
d. Discussed Processing activities (ROP).			
(1) Determined what the responsibilities were for each Soldier.			
(2) Identified any Soldier issues that were present and how they affected mission related requirements.			
(3) Determined how many packets are scheduled to be completed.			
(4) Determined any waivers in processing.			
(5) Scheduled MEPS transportation.			
e. Discussed FSTP activities (ROP).			
(1) Determined what the responsibilities were for the FSTP.			
(2) Identified any Soldier issues that were present and how they affected mission related requirements.			
(3) Determined what assets and personnel were required to assist with the Future Soldier Training Program.			
(4) Discussed any additional support needed to complete mission related tasks.			
(5) Identified any potential Future Soldier issues for the current week and remainder of 45 day shippers that may have impacted on mission accomplishment.			
f. Allowed all Soldiers to make planning adjustments in their Recruiter Zone calendar before adjourning the meeting to ensure accurate scheduling and alleviate conflicts.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3-31	Recruiting Center Operations	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None